

HALLKEEN MANAGEMENT

Date: February 4, 2015

Job Title: Compliance/Recertification Specialist

Location: Bayview Towers Stamford, CT

Hours: Full-time – (40 hours)

Job Description:

HallKeen Management seeks a qualified, motivated and experienced temporary recertification specialist for Bayview Towers, a 200 unit property consisting of Section 8 and tax credit affordable rentals in Stamford, Connecticut. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The primary responsibility of this position is to fully prepare initial, annual and interim recertifications for all residents in full compliance with HUD & LIHTC regulations. The ideal candidate should possess impeccable customer service skills, strong communication skills-verbal and written and a professional demeanor at all times. Five years recertification experience or professional certification such as Certified Occupancy Specialist required. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements.

Prior HUD recertification experience is necessary. Ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8 and LIHTC, HUD policies and procedures as listed in the HUD 4350.

Minimum of Associates Degree and/or applicable work experience with working knowledge of HUD programs.

If you are interested in applying or know someone to refer for the position contact Heather Phillips, Area Manager, hphillips@hallkeen.com